



## OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch  
Superintendent

September 16, 2005

TO: School District Authorized Representatives

FROM: Cathy Kendall, Director, Health Enhancement and Safety Division  
Bob Runkel, Director, Division of Special Education

RE: School Discipline Data Collection for the School Year 2005-2006  
Due Date: June 30, 2006

**ATTENTION: Nothing will be mailed to districts on this data collection – all documents and resources may be found on the Web.  
PLEASE READ CAREFULLY**

This is a collection of school discipline data that includes all incidents that occur between July 1, 2005, and June 30, 2006, and:

- result in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- Involve weapons, drugs or violence in which the perpetrator is a non-student (someone not enrolled in the school such as a former student who has graduated or dropped out, or someone unknown to the school).

School districts are strongly encouraged to enter and submit school discipline data electronically through the OPI's Internet Reporting and Information System (IRIS). For those few school districts that are unable to access the Internet, please contact the OPI for additional reporting instructions (see contacts below).

The Web application will be available starting September 19, 2005, and will stay open until the due date for submittal of June 30, 2006. This will allow for schools or districts to enter data on an ongoing basis throughout the school year. Ongoing data entry has obvious advantages: an up-to-date, ongoing log of incidents; more accurate accounting of an incident when entering shortly after it occurs, and eliminating the time-consuming task of entering all data at the end of the year. All data should be entered on or before June 30, 2006. The application becomes unavailable after that date.

The school district administration is responsible for ensuring that every school within the district has submitted a completed report. A school with no incidents to report at the end of the year simply checks the "no incidents" box on the data entry screen and submits the report. The OPI will not consider data to be complete unless the data for every school in the district have been submitted at the district level. The submittal process will not be available until May 15, 2006.

User names and passwords, for access to the application throughout the 2005-06 school year, were mailed to school district authorized representatives in June 2005. Remember that passwords change every other month. For assistance with passwords, contact the OPI Help Desk (444-3448).

*"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."*

The OPI has developed a Web page for School Discipline Data Collection on its Web site. The page can be accessed from the OPI Web site (<http://www.opi.mt.gov/>) by clicking on the pull-down menu for “Programs and Services of OPI” at the top of the page and scrolling down to “School Discipline Data Collection.” The web address for direct access to the page is <http://www.opi.mt.gov/schooldisciplinedc/index.html>. This page will provide you with any updates or changes throughout the year that might occur to the data collection. In addition, it provides access to all resources for the data collection:

- School Discipline Instruction Manual (in pdf).
- On-demand video titled “2006 School Discipline Data Collection-A Short Overview.” It is highly recommended that you view this video prior to entering data into the application. This is a short powerpoint presentation that goes over what has changed for this year and problem areas from the previous year.
- Several very short on-demand videos that address different areas of the Web application (these videos are also available through the HELP buttons in the application).
- Glossary of Terms used in the data collection.
- Frequently Asked Questions document.
- School Discipline Data Collection Log form (for use as a worksheet or for paper filing).

For additional information regarding the application, training or anything mentioned in this memo, contact Marion Erp (444-1951, e-mail: [merp@mt.gov](mailto:merp@mt.gov) ) or Pat Reichert (444-4430, e-mail: [preichert@mt.gov](mailto:preichert@mt.gov) ).